

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the opportunity to reschedule my interview for the [Job Title] position, which I unfortunately missed on [Original Interview Date]. I sincerely apologize for any inconvenience this may have caused.

Due to [brief explanation of the reason for missing the interview], I was unable to attend. However, I remain very enthusiastic about the opportunity to join [Company Name] and would greatly appreciate it if we could arrange a new date and time for the interview.

Thank you for your understanding, and I look forward to your response.

Best regards,

[Your Name]